



SAN DIEGO COUNTY  
DEPARTMENT OF ENVIRONMENTAL HEALTH-CUPA  
HAZARDOUS MATERIALS DIVISION  
P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
(619) 338-2222 FAX (619) 338-2377  
1-800-253-9933

## HAZARDOUS MATERIALS BUSINESS PLAN CERTIFICATION STATEMENT

PERMIT #:

REVIEWED BY:

Specialist's Name

DATE:

\_\_\_\_/\_\_\_\_/\_\_\_\_

The California Health & Safety Code (H&SC), Division 20, Chapter 6.95, Section 25505 provides for the following

The San Diego County, Department of Environmental Health, Hazardous Materials Division (HMD), as the administering agency, requires a business that handles hazardous materials to submit the hazardous materials inventory, a list of emergency contacts, and a site plan, **in lieu of a complete Hazardous Materials Business Plan (HMBP)**, only after the initial submittal of a complete HMBP. The business must certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored. A complete HMBP includes the items to be submitted to the HMD and an Emergency Response Plan and Employee Training Plan, as established in H&SC Section 25504. The business must also annually certify that the HMBP is current and maintained on site. See Back for instructions and further clarification.

### I. IDENTIFICATION

FACILITY ID#	3	7		0	0	0	H					1		
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)														3
BUSINESS SITE ADDRESS														103
CITY											104	CA	ZIP CODE	105

### II. CERTIFICATION STATEMENT

Check only one of the following boxes:

☐ **INITIAL CERTIFICATION:** This is to certify (H&SC Section 25505(e)(1)) that a complete HMBP, which includes the hazardous materials inventory, a list of emergency contacts, a site plan, emergency response plan, and employee training plan, has been prepared and is maintained at the site where the hazardous materials are stored.

☐ **ANNUAL CERTIFICATION:** This is an annual certification (H&SC Section 25505(d)&(e)(2)) that the HMBP, which includes the hazardous materials inventory, a list of emergency contacts, a site plan, emergency response plan, and employee training plan, is current and includes all the information required in H&SC Section 25504, and 25509, and is maintained at the site where the hazardous materials are stored. Attached are changes to the hazardous materials inventory and/or list of emergency contacts. For site map revisions, submit only the pages that have a change or revision and attach to this certification.

☐ **CERTIFICATION OF CHANGES/REVISIONS:** This is to certify that the HMBP has been reviewed (H&SC Section 25505(c) & 25510) and all necessary changes/revisions have been made. The HMBP is current and is maintained at the site where the hazardous materials are stored. Attached are changes to the hazardous material's inventory and/or list of emergency contacts. For site map revisions, submit only the pages that have a change or revision and attach to this certification.

**AS AN AUTHORIZED REPRESENTATIVE, I CERTIFY UNDER THE PENALTY OF LAW, THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED AND BELIEVE THE INFORMATION IS TRUE, ACCURATE, AND COMPLETE.**

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE

DATE

NAME OF SIGNER (print)

TITLE OF SIGNER

O  
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E

**INSTRUCTIONS  
TO CLERICAL  
STAFF FOR HMBP  
ACCEPTANCE**

HMBP ACCEPTED : \_\_\_\_/\_\_\_\_/\_\_\_\_

BY: \_\_\_\_\_

- ☐ Letter A -HMBP accepted as submitted  
☐ Letter B -HMBP accepted with revisions

- ☐ Emergency Response Plan ☐ Site Map  
☐ Employee Training

U  
S  
E

**HIRT SITE ☐  
FIRE DIST. \_\_\_\_\_**

REMARKS:

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## ATTENTION: HAZARDOUS MATERIALS HANDLER

Chapter 6.95 of the California Health & Safety Code (H&SC) establishes minimum standards for Hazardous Materials Business Plans (HMBP). Each business shall prepare a HMBP if that business uses, handles, or stores a hazardous material/waste in quantities greater than or equal to the following:

- ◆ 55 gallons of a liquid.
- ◆ 500 pounds of a solid substance.
- ◆ 200 cubic feet of compressed gas.
- ◆ A toxic compressed gas (TLV  $\leq$  10 ppm) in any amount.
- ◆ Extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities.

A complete HMBP consists of the following elements as established in H&SC Section 25504:

- ◆ Hazardous Materials Inventory
- ◆ Site Plan
- ◆ List of Emergency Contacts
- ◆ Emergency Response Plan
- ◆ Employee Training Plan

**The San Diego County, Department of Environmental Health, Hazardous Materials Division (HMD), as the administering agency and with the concurrence of all the local fire jurisdictions, requires a business that handles hazardous materials to submit the hazardous materials inventory, a list of emergency contacts, and a site plan, in lieu of a complete HMBP, only after the initial submittal of a complete HMBP.**

The business must certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored and must also annually certify that the HMBP is current and maintained on site.

Substantial changes as listed below must be submitted to the HMD within 30 days of the change along with a certification that the HMBP is current and maintained on site:

- **A 100% or greater increase or decrease in the quantity of any hazardous material on the inventory**
- **Addition or deletion of a hazardous material to the inventory**
- **Changes in the storage, location, or use of hazardous materials**
- **Any change in business name, ownership, or address**
- **Any change in Emergency Coordinator/Contact information**

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## Instructions for Completing the Hazardous Materials Business Plan Certification Statement

Note: The numbering of the instructions follows the data element numbers that are on Statewide reporting forms. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C.

1. FACILITY ID NUMBER - Enter your 6 character Permit Number from your Permit. If you do not have a Permit, leave this blank.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" – Doing Business As.
103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed.
104. CITY - Enter the city or unincorporated area in which business site is located.
105. ZIP CODE - Enter the zip code of business site. The extra 4-digit zip may also be added.

INITIAL CERTIFICATION: Check this box if you are submitting a new HMBP.

ANNUAL CERTIFICATION: Check this box if you are submitting an annual certification on an existing plan. If there changes to the hazardous materials inventory, list of emergency contacts, or the site plan, submit only the sections that have changes/revisions.

CERTIFICATION OF CHANGES/REVISIONS: Check this box if you are submitting changes to the hazardous materials inventory, list of emergency contacts, or the site plan. Send in only the sections that have changes/revisions.